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ABSTRACT

This task-simulation learning module on introduction to business for secondary and postsecondary teachers and students, the second in a series of eleven task and in-basket simulations, was designed to provide individualized instruction in office occupations courses, such as introductory business and typewriting. (Each of the modules in the set is designated A, B, or C, representing level of difficulty from, respectively, easy to difficult.) The module is divided into two parts. The first, developed for teacher use, includes the following: teacher instructions; definitions of task and in-basket simulations; objectives (learning tasks); prior student experiences; necessary equipment, supplies, and resources; completion time; method of evaluation; answer keys for four learning tasks; and worksheets. The second part, developed for student use, includes the following: objectives (learning tasks); prior student experiences; necessary equipment, supplies, and resources; description of simulation situation; and instructions for four learning tasks. (This module was developed around performance objectives 39, 42, 53, and 54 of the V-TECS (Vocational-Technical Education Consortium of States] Secretarial Catalog. Some related office occupations instructional materials are available in ERIC--see note.) (EM)

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ED166444

TASK SIMULATION

INTRODUCTION TO

BUSINESS

TEACHER

B

TREASURER OF A COMMUNITY THEATER

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Developed by

Ethel K. Bernstein

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State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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TEACHER INSTRUCTIONS

The task and in-basket simulations have been developed to supplement performance objectives in the V-TECS Secretarial Catalog. The simulations are designed for individualized instruction and can be used in several office occupations courses. Teachers involved in a 1976 EPDA workshop wrote the simulations and tested these materials in their classrooms. Suggested time limits may vary according to the ability and experience of your students.

The level of difficulty is noted on each simulation. "A" indicates an easy simulation, "B" average, and "C" difficult. This rating may vary according to the capabilities of your students. Pre-tests are included in the task simulations.

Students should not write on the simulations. Answer sheets for the in-basket simulations are included in the teacher materials and should be duplicated as needed. The teacher key for in-basket simulations reflects one correct method of listing priorities. Evaluation should be flexible. If a student can justify answers which differ from the suggested answers, they should be accepted as correct. You may prefer to use the in-basket simulations as learning experiences rather than for evaluation purposes.

Teachers should complete each simulation before making assignments to students. You must be familiar with the contents in order to answer questions. Avoid giving too many directions and hints. The purpose of the simulations is to teach your students to think and to make decisions under pressure.

DEFINITIONS

A task simulation is an instructional technique in which the learner performs several different tasks. The simulation requires that the learner use previously acquired skills and knowledge in order to complete the tasks. An in-basket simulation is a technique in which a specific position is described and in which the learner is required to make decisions about the priority of each task described in the simulation. In an in-basket simulation, tasks are not performed by the student but are listed in order of priority.

THIS TASK SIMULATION CORRELATES WITH V-TECS PERFORMANCE OBJECTIVES 39, 42, 53 AND 54 OF THE SECRETARIAL CATALOG.

TITLE:

Treasurer of a Community Theater

OBJECTIVE:

Given membership record form, carbon paper, deposit slip, checkbook, and journal form, the student will complete all the duties of a treasurer which include writing up records of membership, depositing all monies, writing checks for outstanding bills and recording these receipts and disbursements with 100% accuracy.

PRIOR STUDENT EXPERIENCES:

Instruction in the following:

Simple record keeping
Using carbon paper
Making a deposit
Writing a check
Filling out a check stub

NECESSARY SUPPLIES AND RESOURCES:

Carbon paper
Pen
V-TECS Secretarial Catalog
General business textbooks

COMPLETION TIME:

60-minute time limit – this is for student with average ability

METHOD OF EVALUATION:

Teacher correction using attached keys.

ANSWER KEY

Task 1

THE CHEROKEE THESPIANS
695 Indian Trail Road
Gaffney, SC 29340

Treasurer's Weekly Membership Record

DATE July 19, 19--

NAME	ADDRESS	TYPE	AMOUNT
Mr. I. Haverly	816 Rich Ave.	P	250.00
Ms. Patty Ross	100 Poverty Rd.	S	12.50
Mr. and Mrs. Harry Jones	412 Sharp Lane	F	25.00
		Total	287.50

TOTAL: 287.50

P – Patron
S – Single
F – Family

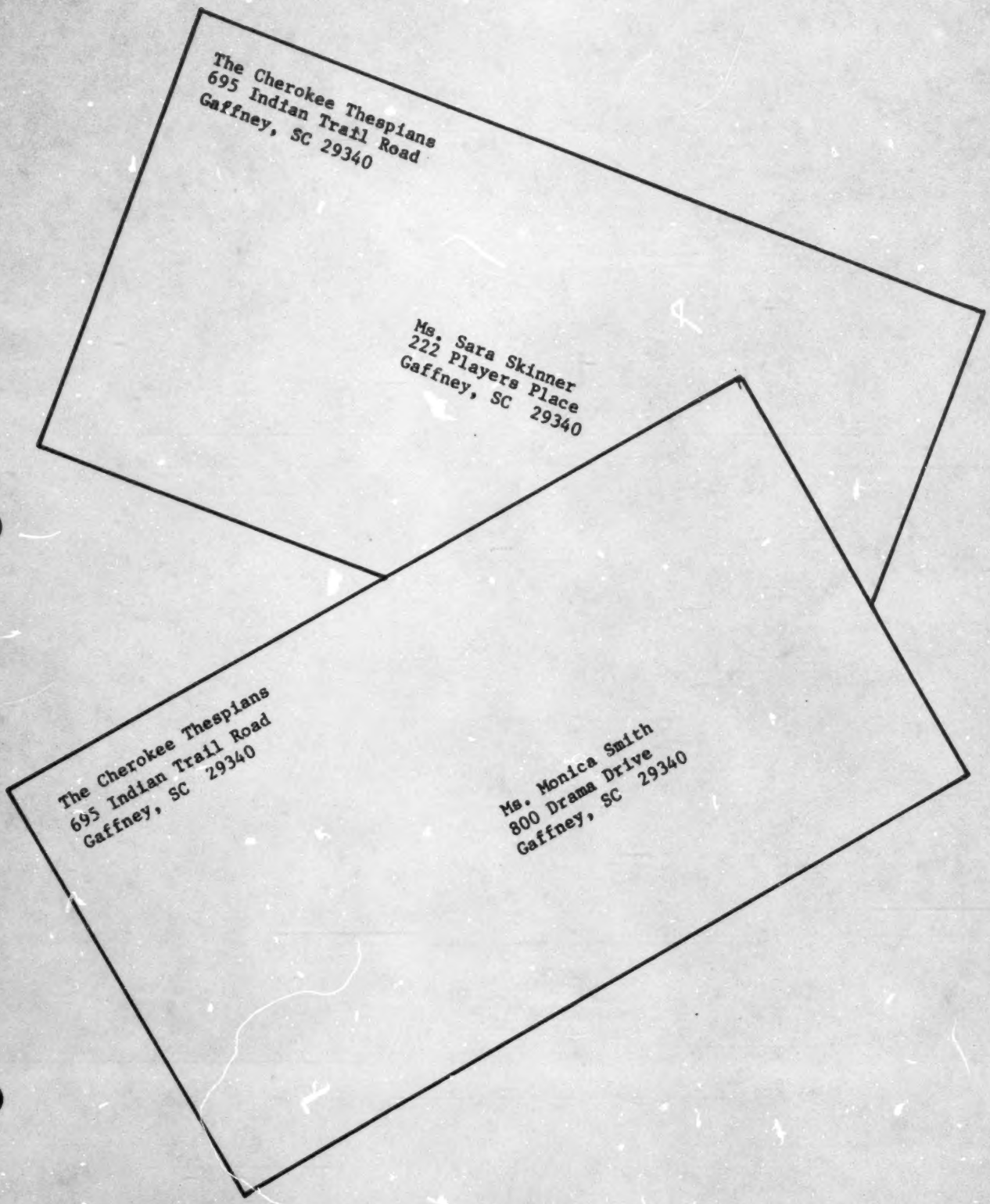
NOTE: This weekly report should be made in triplicate on Monday covering all membership dues received since last report.

COPY: Membership Chairperson

Secretary

ANSWER KEY

Task 1



ANSWER KEY
Task 2

Please Endorse All Checks

Date July 19 19 ==

List Each Check Separately

	Dollars	Cents
Currency	288	00
Coins	9	95
1 T. Haverly	250	00
2 P. Ross	12	50
3 H. Jones	25	00
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
Total Deposit	585	45

FIRST BANK

4488 7162

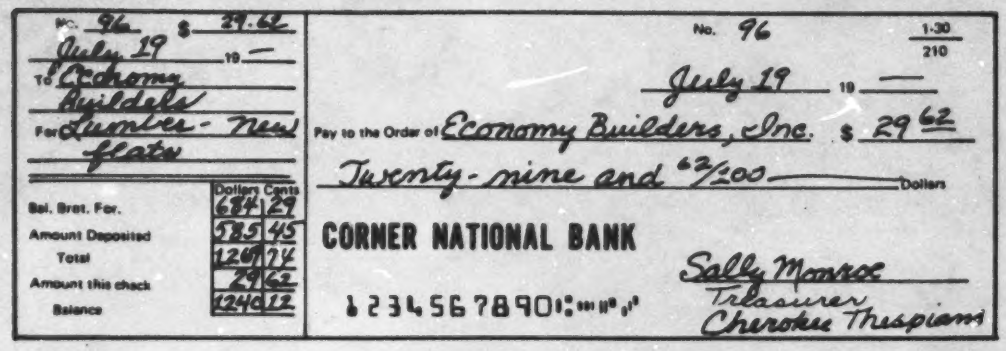
Deposit To Account Of
The Cherokee Thespians
695 Indian Trail Road
Gaffney, South Carolina 29340

CHECK ENDORSEMENTS

These three checks have uniform endorsements.

For Deposit Only
The
Cherokee
Thespians

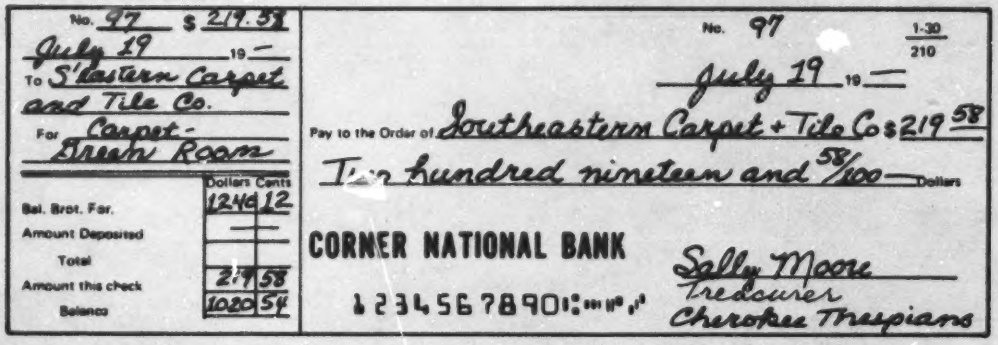
ANSWER KEY
Task 3



No. 96 $ 29.62
July 19 19—
To Economy Builders
For Lumber - New floor

	Dollars	Cents
Bal. Brot. For.	684	29
Amount Deposited	585	45
Total	1269	74
Amount this check	29	62
Balance	1240	12

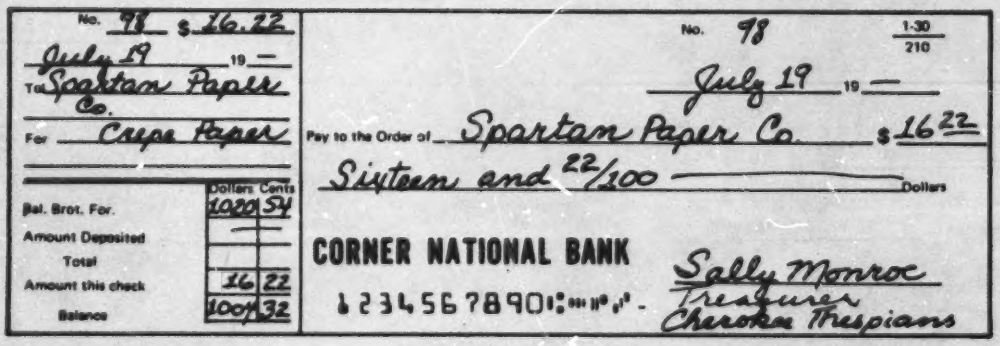
No. 96 1-30/210
July 19 19—
Pay to the Order of Economy Builders, Inc. $ 29 62/100
Twenty-nine and 62/100 Dollars
CORNER NATIONAL BANK
⑆234567890⑆ ⑈⑈ ⑈
Sally Monroe
Treasurer
Cherokee Thespians



No. 97 $ 219.58
July 19 19—
To Southeastern Carpet and Tile Co.
For Carpet - Dream Room

	Dollars	Cents
Bal. Brot. For.	1240	12
Amount Deposited		
Total		
Amount this check	219	58
Balance	1020	54

No. 97 1-30/210
July 19 19—
Pay to the Order of Southeastern Carpet + Tile Co $ 219 58/100
Two hundred nineteen and 58/100 Dollars
CORNER NATIONAL BANK
⑆234567890⑆ ⑈⑈ ⑈
Sally Moore
Treasurer
Cherokee Thespians



No. 98 $ 16.22
July 19 19—
To Spartan Paper Co.
For Crepe Paper

	Dollars	Cents
Bal. Brot. For.	1020	54
Amount Deposited		
Total		
Amount this check	16	22
Balance	1004	32

No. 98 1-30/210
July 19 19—
Pay to the Order of Spartan Paper Co. $ 16 22/100
Sixteen and 22/100 Dollars
CORNER NATIONAL BANK
⑆234567890⑆ ⑈⑈ ⑈
Sally Monroe
Treasurer
Cherokee Thespians

ANSWER KEY

Task 4

CASH JOURNAL					
Date	**Explanation**	**Receipts**		**Payments**	
July 1	Balance on hand from June	684	29		
17	Cash from July 17th show	297	95		
17	Membership dues	287	50		
19	Economy Builders, Inc.			29	62
19	Southeastern Carpet & Tile Co.			219	58
19	Spartan Paper Co.			16	22
19	Receipts	1,269	74		
19	Payments			265	42
19	Balance			1,004	32
		1,269	74	1,269	74
August 1	Balance	1,004	32		

THE CHEROKEE THESPIANS
695 Indian Trail Road
Gaffney, SC 29340

Treasurer's Weekly Membership Record

DATE_____

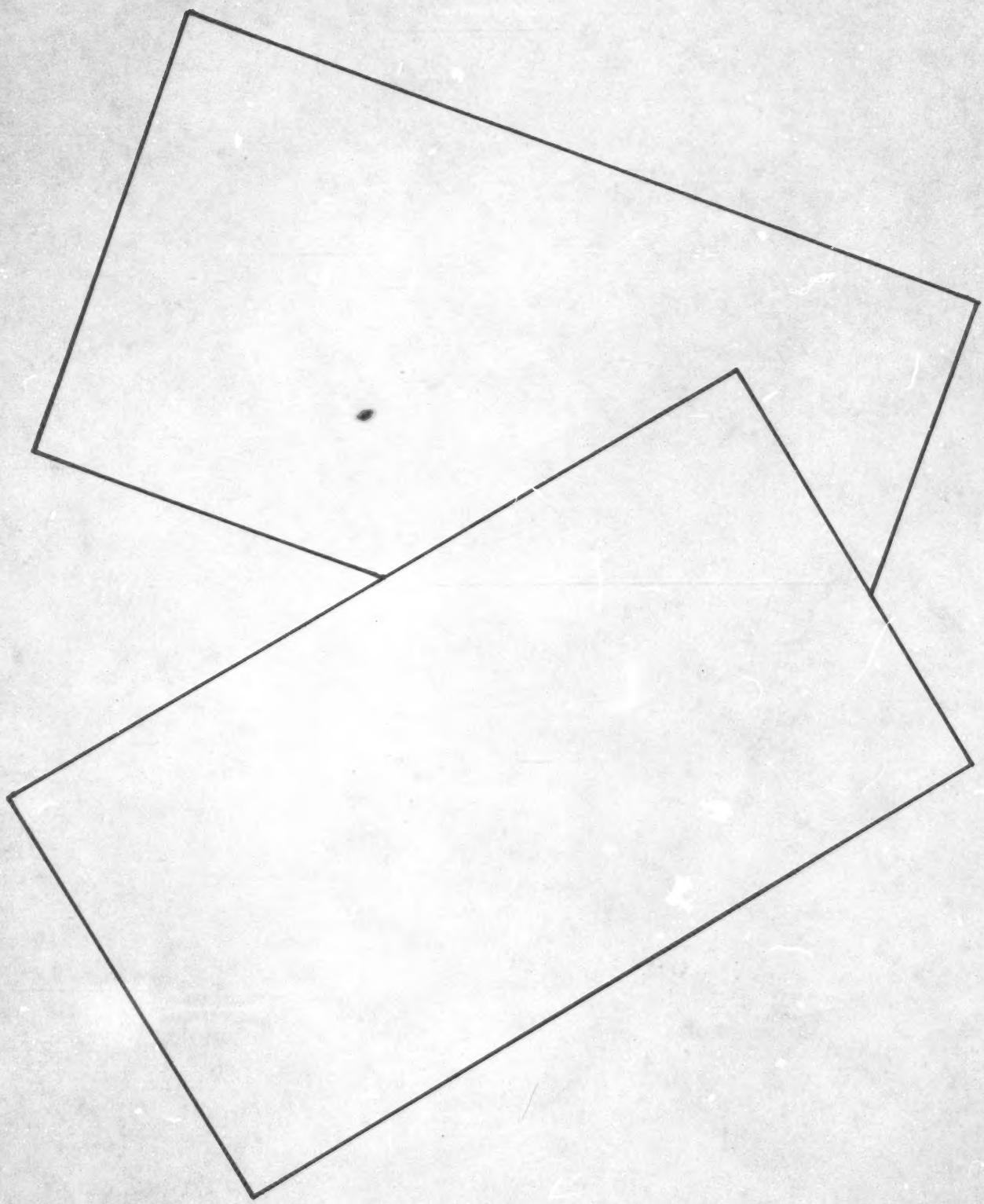
NAME	ADDRESS	TYPE	AMOUNT
		Total	

P – Patron
S – Single
F – Family

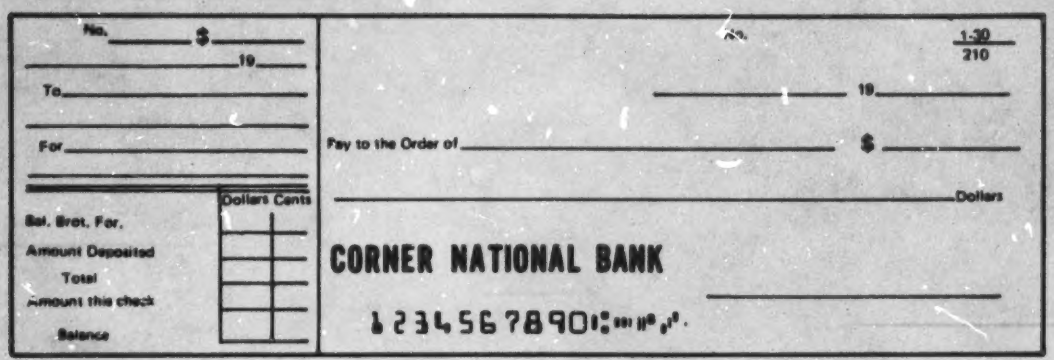
NOTE: This weekly report should be made in triplicate on Monday covering all membership dues received since last report.

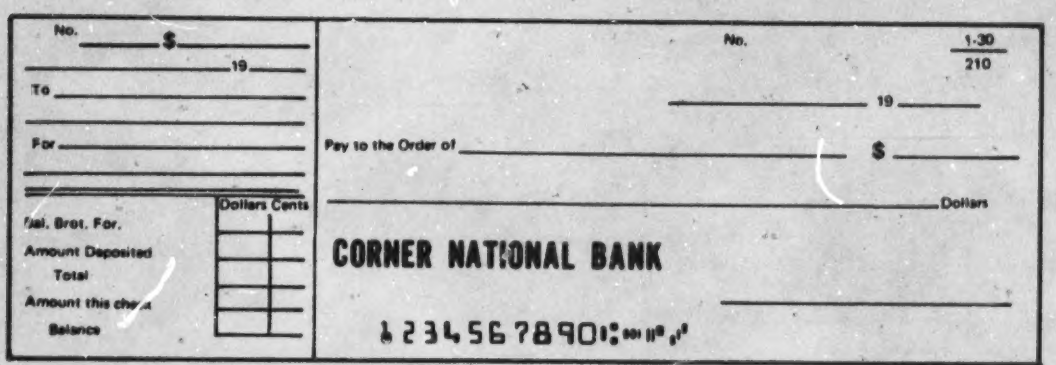
COPY: Membership Chairperson

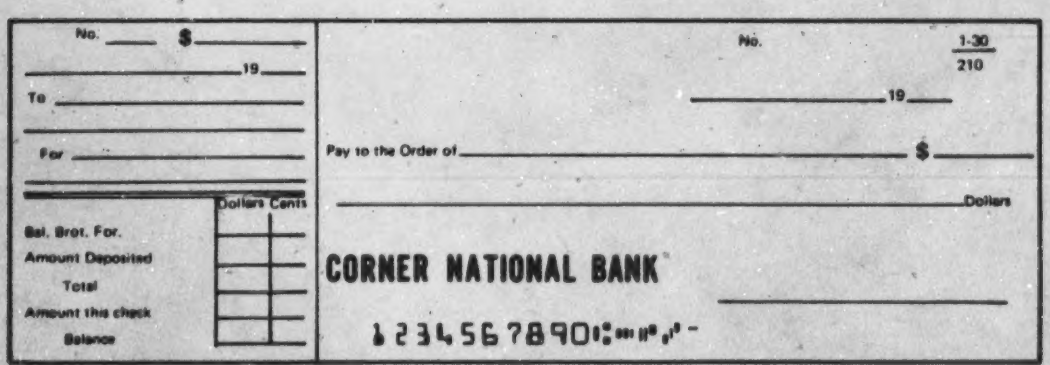
Secretary



CASH JOURNAL			
Date	**Explanation**	**Receipts**	**Payments**


No. $
19
To
For
Dollars Cents
Bal. Brot. For.
Amount Deposited
Total
Amount this check
Balance
No. 1-30 210
19
Pay to the Order of $
Dollars
CORNER NATIONAL BANK
1234567890


No. $
19
To
For
Dollars Cents
Bal. Brot. For.
Amount Deposited
Total
Amount this check
Balance
No. 1-30 210
19
Pay to the Order of $
Dollars
CORNER NATIONAL BANK
1234567890


No. $
19
To
For
Dollars Cents
Bal. Brot. For.
Amount Deposited
Total
Amount this check
Balance
No. 1-30 210
19
Pay to the Order of $
Dollars
CORNER NATIONAL BANK
1234567890

Please Endorse All Checks

Date _____ 19 ____

FIRST BANK

4488 7162

Deposit To Account Of

The Cherokee Thespians
695 Indian Road
Jaffney, South Carolina 29340

List Each Check Separately

	Dollars	Cents
Currency		
Coins		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
Total Deposit		

TASK SIMULATION

INTRODUCTION TO

BUSINESS

STUDENT

B

TREASURER OF A COMMUNITY THEATER

Developed by

Ethel K. Bernstein

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

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TREASURER OF A COMMUNITY THEATER

OBJECTIVE:

Given membership record forms, carbon paper, deposit slip, checkbook, and journal form, you will complete all the duties of a treasurer which include maintaining records of membership, depositing all monies, writing checks for outstanding bills and recording these receipts and disbursements with 100% accuracy.

PRIOR STUDENT EXPERIENCES:

Instruction in the following:

simple record keeping
using carbon paper
making a deposit
writing a check
filling out a check stub

NECESSARY EQUIPMENT, SUPPLIES AND RESOURCES:

Student materials from Task Simulation
Introduction to Business Text
Pen
Carbon Paper

SITUATION:

You, Sally Monroe, are Treasurer of the Cherokee Thespians, the local community theater group. You have held this office for one year of the elected two-year period and really enjoy being a part of this organization, but you are anxious to get your records in order so you can leave for your vacation.

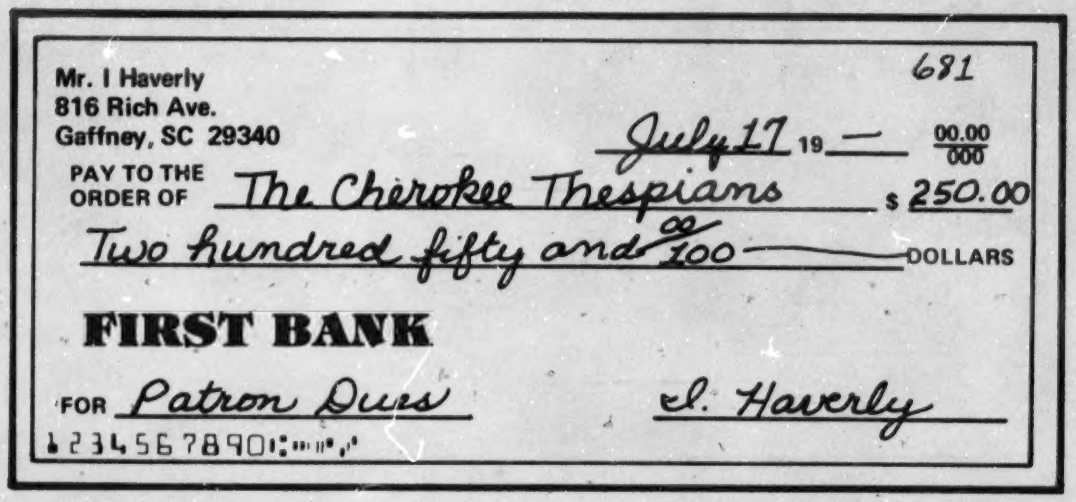
Saturday night's performance was the last of the season as well as the deadline for accepting dues for next year's memberships. It is possible to buy a ticket at the door for individual performances after all members have been seated, so you have money to deposit from the last show. You also have a few checks for season memberships. There are three types of season members: Single (12.50), Family (25.00) and Patron (minimum of 50.00) which includes one family membership.

It is Monday morning (July 19) and you are eager to complete these final tasks of the theater year and close out your records in readiness for the beginning of the next year.

INSTRUCTIONS:

The following checks must be recorded in your membership records. A copy of the record must be sent to the Secretary, Sara Skinner, 222 Players Place, Gaffney, SC 29340, and the Membership Chairperson, Monica Smith, 800 Drama Drive, Gaffney, SC 29340. These checks, plus cash from Saturday night are to be enclosed in today's bank deposit. Endorse checks properly using a restrictive endorsement; count the money carefully. Then complete the membership record form and address the envelopes to Sara and Monica. When this is completed, turn your attention to paying the bills and recording all transactions in the cash journal.

Task 1 – Get the necessary forms for this simulation from your teacher.



Mr. or Mrs. Harry Jones
412 Sharp Lane
Gaffney, SC 29340

217

PAY TO THE ORDER OF Cherokee Thespians July 17 19 — 00.00/000

twenty-five and 00/100 DOLLARS $ 25.00

FIRST BANK

FOR Family Dues

Harry Jones

⑆123456789⑆ ⑈⑈⑈⑈

Patty Ross
100 Poverty Road
Gaffney, SC 29340

115

PAY TO THE ORDER OF The Cherokee Thespians July 17 19 — 00.00/000

twelve and 50/100 DOLLARS $ 12.50

FIRST BANK

FOR Single dues

Patty Ross

⑆123456789⑆ ⑈⑈⑈⑈

Task 2 – You are to deposit the cash in the money bag and the checks for dues. Endorse each check, and prepare the deposit slip.

Currency		Coins	
$20 –	3	quarters	–29
$10 –	12	dimes	–17
$ 5 –	16	nickels	–18
$ 1 –	28	pennies	–10

Task 3 – Below is a list of bills to be paid. You are to write a check in payment of each bill and complete the stub for each check. The balance brought forward is $634.29. Begin with Check No. 96. Remember to record your deposit on the check stub.

1. Economy Builders, Inc., for lumber for new flats, $29.62.

2. Southeastern Carpet & Tile Co., for carpet for Green Room, $219.58.

3. Spartan Paper Co., for cups for intermission refreshments, $16.22.

Task 4 – Your final task in this simulation is recording all receipts and payments of money in the cash journal.